

Report to Task and Finish Panel

Date of meeting: 1 August 2017

Subject: Transformation Programme

Officer contact for further information: David Bailey, Head of Transformation

Committee Secretary: Adrian Hendry, Senior Democratic Services Officer



Recommendations/Decisions Required:

That the Panel considers the proposal for the location of scrutiny for transformation projects and programmes within the Office of the Chief Executive, as the Overview and Scrutiny Committee.

Report:

1. The majority of transformation projects and programmes have a lead directorate, with scrutiny provided by the respective selection committee – Communities, Governance, Neighbourhoods and Resources.
2. However, a small number of projects and programmes – currently four – are located within the Office of the Chief Executive. See Appendix 1. The arrangements for the scrutiny of this work are to be clarified.
3. The proposal is for such projects and programmes to be scrutinised by the Overview and Scrutiny Committee.

Reason for decision:

The Chairman of the Task and Finish Panel requested a report to propose a location for the scrutiny of transformation projects within the Office of the Chief Executive.

Options considered and rejected:

A new selection committee for the Office of the Chief Executive was considered.

A new Task and Finish Panel to scrutinise the individual transformation projects that are not already within the remit of the Select Committees was considered.

These options were rejected due to the lead in times and resources required to establish new structures when the Overview and Scrutiny Committee could effectively and immediately provide this function.

Resource implications:

Within existing resources.

Legal and Governance Implications:

There are no constitutional implications of this proposal.

Safer, Cleaner Greener Implications:

There are no safer, Cleaner or Greener implications.

Consultation Undertaken:

No formal consultation was undertaken in the preparation of this report.

Background Papers:

Reports to previous meetings of the Task and Finish panel.

Impact Assessments:**Risk Management:**

There are no Risk Management implications.

Equality:

There are no Equality Impact implications.

Equality analysis report

Step 1. About the policy, service change or withdrawal

Name of the policy, service or project: <i>be specific</i>	Transformation Programme Task and Finish Panel
Revised / new / withdrawal:	New
Intended aims / outcomes/ changes:	Report is for consideration
Relationship with other policies / projects:	Transformation Programme
Name of senior manager for the policy / project:	Glen Chipp, Chief Executive
Name of policy / project manager:	David Bailey, Head of Transformation

Step 2. Decide if the policy, service change or withdrawal is equality relevant

<p>Does the policy / project / service process involve, or have consequences for employees or other people? If yes, please state who will be affected. If yes, then the policy / project is equality relevant.</p> <p>If no, state your reasons for this decision. Go to step 7.</p> <p><i>The majority of Council policies and projects are equality relevant because they affect employees or our communities in some way.</i></p>	<p>If yes, state which protected groups:</p>
	<p>If no, state reasons for your decision:</p> <p>No. Any equalities impact assessment for individual projects or programmes will be detailed in the respective reports.</p>

Name and job title of officer completing this analysis:	David Bailey, Head of Transformation
Date of completion:	26.07.2017
Name & job title of responsible officer: (If you have any doubts about the completeness or sufficiency of this equality analysis, advice and support are available from the Performance Improvement Unit)	David Bailey, Head of Transformation
Date of authorisation:	26.07.2017
Date signed copy and electronic copy forwarded to PIU equality@eppingforestdc.gov.uk	26.07.2017

Appendix 1 - Project and Programme Register

Project / programme reference and title	Directorate
P001 Customer Service Programme, including P142 Customer Satisfaction and Standards P145 Customer Reception P146 Corporate Customer Team P147 Systems and Digital Development	Office of the Chief Executive
P130 Corporate Online Booking System	Resources
P134 Self-Service Licence Applications	Neighbourhoods
P138 Waltham Abbey Wayfinding	Neighbourhoods
P139 Pandemic Flu Plan	Neighbourhoods
P004a External Corporate Communications	Governance
P003 Establish Programme Management	Office of the Chief Executive
P008 Museum Heritage Trust	Communities
P010 Review Sheltered Housing Scheme	Communities
P050 Reprographics Service Review	Resources
P108 Shared Services	Office of the Chief Executive
P105 Civic Office Waste and Recycling	Neighbourhoods
P107 Estates Service Review	Neighbourhoods
P106 Workforce Development Strategy	Resources
P124 Corporate and Business Planning	Office of the Chief Executive
P004b Internal Corporate Communications	Governance
P140 District Emergency Control Centre Plan	Neighbourhoods
P014 Integrated HR Payroll IT System	Resources
P019 BC File Scanning Phase one	Governance
P020 Legal Document Scanning	Governance
P044 Electronic Invoicing	Resources
P122 Information Management	Governance
P043 Post, Correspondence and Document Management	Resources
P109 ICT Strategy Implementation	Resources
P131 Northgate Mobile Working (Planning & BC)	Governance
P133 Scanning Residual Hard Copy Records – Communities Directorate	Communities
P160 Service Accommodation Programme, including P002 Service Accommodation Review P161 Civic Office Refurbishment P162 Civic Office Car Parks P163 Relocate Hemnall Street Operations P164 Relocation from Homefield House	Resources
P150 Relocation of Housing Repairs Service to Oakwood Hill Depot	Communities

Project / programme reference and title	Directorate
P112 Operating Partner for North Weald Airfield	Neighbourhoods
P113 Epping Forest Shopping Park	Neighbourhoods
P114 St. John's Road Development	Neighbourhoods
P115 Local Plan Programme	Neighbourhoods
P120 Council House Building Programme	Communities
P135 New Leisure Contract	Neighbourhoods
P136 Hillhouse Development	Communities

(19 June 2017)